



Office of Information Technology Services

Project Portfolio Management Tool

IT Expansion Budget Process

Table of Contents

Table of Contents	2
1 Document History	2
1.1 Revision History	2
2 Purpose.....	3
3 Getting Started	3
4 Adding an IT Expansion Budget Request.....	3
4.1 Required Information for IT Expansion Budget Requests	3
4.2 Optional Information (Recommended).....	4
4.3 Expansion Budget Workflow.....	4
5 IT Expansion Budget Request Post Review Process	5
6 Contacts.....	6

1 Document History

1.1 Revision History

Revision #	Revision Date	Description of Change	Author
1.0	10/26/2006	Initial Document	B. Swartz

2 Purpose

The purpose of this document is to assist agencies with adding IT Expansion Budget Requests to the Project Portfolio Management (PPM) tool. The PPM tool will automate the approval process, but the bulk of the expansion budget information will be captured in Worksheet II attached to this request, so as not to require duplication of effort.

3 Getting Started

To add an IT Expansion Budget Request to the PPM tool, the user must have authorized access and be designated as a Contributor. The web address for PPM is <https://www.ppm.state.nc.us/UMTNC/>. If you do not have a license for PPM, contact the CIO of your agency for the names of the licensed contributors. One of these contributors should be able enter the Expansion Budget Request for you.

To obtain a copy of the Expansion Budget Workflow, click the following link: [Expansion Budget Workflow Diagram](#).

4 Adding an IT Expansion Budget Request

An IT Expansion Budget Request should be entered in the PPM tool as a new project. In the case of a request for additional money for an existing project, the user should enter the new project with a name related to the current project (Example: original project name – ‘My Project’; expansion budget project name – ‘My Project - Expansion Budget’.) Detailed data entry instructions are included in Section 5 of the [IT Expansion Budget Workflow Instructions](#).

4.1 Required Information for IT Expansion Budget Requests

Project Info Tab:

- Project Name
- Start Date
- End Date
- Capitalization Period
- Project Range
- Type of Project
- Department or Agency
- Division
- Enter Contact Name in Project Manager Name field
- Enter Contact Telephone in Project Manager Telephone field
- Enter Contact E-Mail in Project Manager E-Mail field
- Project Sponsor
- Expansion Budget Req.

- Contributor
- Business Goals (Strategic Initiative(s) from IT Plan that this Expansion Budget Request applies to)

Strategic Impact Tab:

- Business Driver Impact Statements

Risk Tab:

- Summary Risk Profile

Document Management Tab:

- Attach Worksheet II

4.2 Optional Information (Recommended)

Benefit Tab:

- Financial Benefits – Level 1

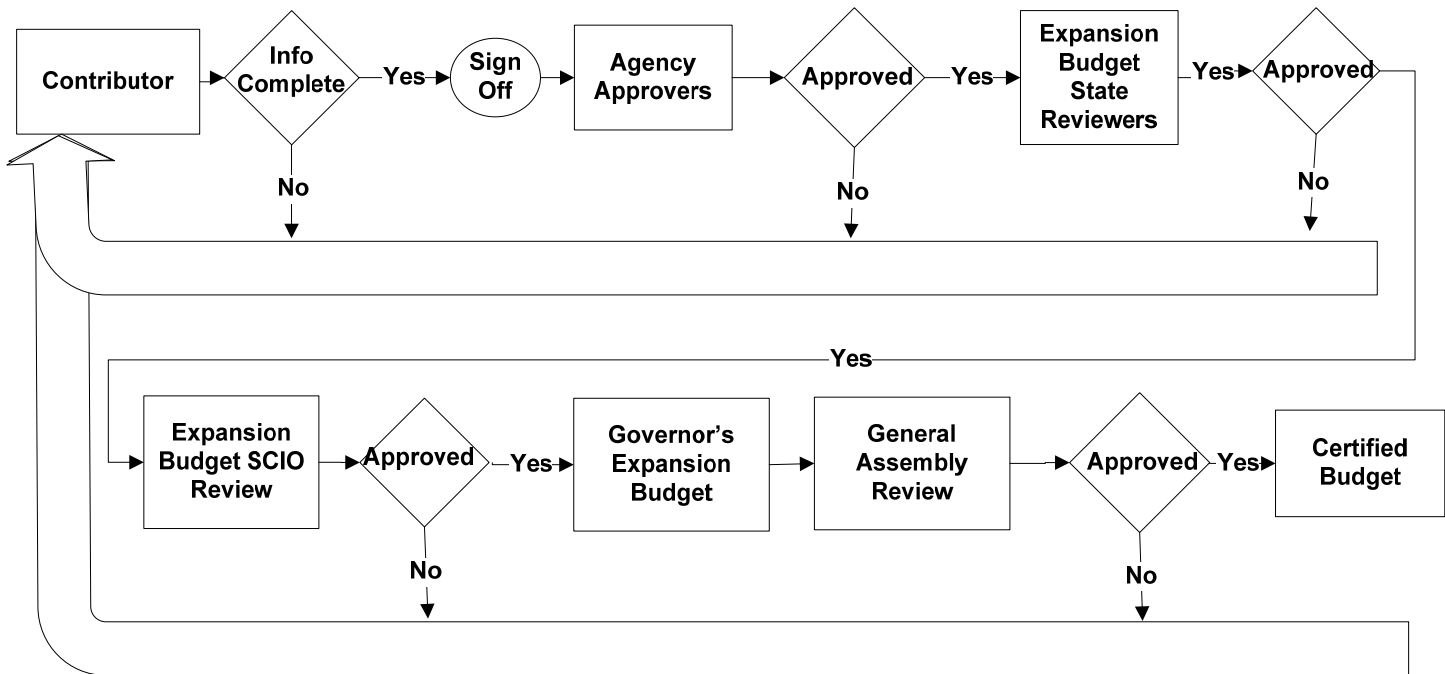
4.3 Expansion Budget Workflow

Within the tool, the IT Expansion Budget Request flows from the Contributor to the Agency Approvers, State Reviewers, State CIO and ultimately to the Office of State Budget and Management (OSBM). When all required information is entered, the Contributor signs off to move the project to the next stage in the workflow. In the next stage, Agency Approval, the Agency Approvers for your agency will sign off to move the project to the Expansion Budget State Reviewers. If the project is approved by the State Reviewers, it will move on to the State CIO for review. Once the project is approved by the State CIO, it goes to OSBM. If the General Assembly includes the project in the authorized budget (outside the tool), the request will be included in the certified budget.

If, at any time, the project is not approved to move forward, it returns to the Expansion Budget Initiation state in the PPM tool. The Contributor will receive an E-mail notification generated by the PPM tool.

This process is shown in the following diagram.

IT Expansion Budget Workflow Diagram



5 IT Expansion Budget Request Post Review Process

If the IT Expansion Budget Request is included in the certified budget, the Contributor will receive an e-mail notification generated by the PPM tool. The Contributor must take one of the following three actions based on the type of request.

- If the approved expansion budget request creates a new project, the Contributor changes the Project Range, on the Project Info tab, to equal the estimated range of the total project investment costs (including Operations and Maintenance for 5 years). Changing the project range will automatically move the project back to Phase 1 (Project Initiation). The Contributor should pay particular attention to the Issues and Risks tab where funding changes may be documented.
- If the approved expansion budget request adds additional monies to a current project in the PPM tool, the Contributor creates a change request for the existing project. The existing project does not need to move forward. The Contributor and the Project Management Advisor for the

current project ask the PPM Tool Administrator to manually move the project to “Completed Expansion Budget Request.”

- If the approved expansion budget request does not result in a project (i.e., request for additional staffing), the Contributor and the Project Management Advisor ask the PPM Tool Administrator to manually move the project to “Completed Expansion Budget Request” when the work of the expansion budget request is finished.

If the IT Expansion Budget Request is not included in the certified budget, the Contributor will receive an e-mail notification generated by the PPM tool, and the project will return to Expansion Budget Request Initiation. The project will be deleted 30 days after moving to Initiation, unless the Contributor sends a written request to the PPM Tool Administrator to retain the project.

6 Contacts

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